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15 FEB 1949

MEMORANDUM FOR: THE CHIEF OF NAVAL PERSONNEL
Department of the Navy
Arlington Annex
Washington 25, D. C.

SUBJECT: Reserve Unit for Naval Reserve Personnel Employed
by the Central Intelligence Agency in Civilian
Capacities.

1. It is considered desirable to provide Reserve Officer Personnel employed by the Central Intelligence Agency in civilian capacities with a training program in a unit maintained by the Agency. As a considerable proportion of our reserve personnel hold responsible Agency positions, it is believed that the best interest of both the Agency and the Navy Department would be served by this means.

2. a. Our basic reserve policy is to maintain Central Intelligence Agency mobilization assignments for our reserve personnel and to make provision for their affiliation with an active reserve group to provide for inactive duty training pay, promotion opportunity, maintenance of active reserve standing, retirement credits and active duty training.

b. (1) The establishment of a Central Intelligence Agency Unit is recommended as an organized or volunteer reserve group which would operate under the auspices of the Navy Department and the Office of Naval Intelligence. It is assumed that such a unit would come under the jurisdiction and training of the Potomac River Naval Command.

(2) The complement of this unit or equivalent should be established at 15 per cent over the number in each grade indicated below:

Rear Admiral	1
Captain	2
Commander	28
Lt. Commander	55
Lieutenant	89
Lieutenant (j.g.)	40
Ensign	16
Chief Warrant Officer	1

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Chief Petty Officer	9	
Petty Officer 1st Class	15	
Petty Officer 2nd Class	9	
Petty Officer 3rd Class	4	
Seaman 1st Class	4	
Seaman 2nd Class	<u>1</u>	<u>42</u>

Total

254

Note: (1) These figures represent the actual grades now held by Naval Reserve Personnel who are civilian employees of CIA and include such employees of the National Security Council, the Department of State and the Government Printing Office who are detailed to duty with CIA. CIA has requested mobilization assignment for this personnel with the approval of those agencies.

(2) The Roster, Annex B, is the up-to-date Roster of CIA Naval Reserve Personnel and supersedes all other lists previously submitted. All changes are reported monthly.

3. The Department of the Army has authorized the establishment of an Army Reserve training unit such as this one requested in this memorandum, and negotiations for a similar training unit for Air Force Personnel who are employed in civilian capacities by this Agency are being initiated with the Department of the Air Force.

4. a. CIA will prepare and submit to the Navy Department, 90 days in advance of effective dates, schedules of inactive duty training for each six-month period, for approval or correction.

b. Approved CIA programs will be conducted by CIA personnel and/or selected individuals from other sources. CIA will provide necessary facilities at no cost to the Navy Department except for such training materials as may be available for loan.

c. All administrative support (payroll, attendance records, etc.) will be maintained in accordance with existing Navy Department instructions by the U. S. Naval Administrative Command now on duty with CIA.

d. Semi-annually, or as requested by the Navy Department, CIA will submit the names of those reserve officers and enlisted men who have applied for active duty training, including information as to reserve standing and any other pertinent information desired. From this group the Navy Department may select individuals for active duty training within quota or monetary limits. Selections from within CIA will be based upon Navy Department standards.

e. CIA will be prepared to provide a 14-day active duty training program within the Agency for CIA reserve personnel with the understanding that such personnel will be trained in the field of intelligence and in other than their CIA assignments. All Navy Department regulations and policies regarding reserve personnel will be carefully followed by the CIA unit.

5. It is recommended that a CIA training organization in Washington be established with positions for 244 officers and 48 enlisted men. These figures which are 15 per cent over actual strength are for initial organization purposes pending experience in number of those who will actively participate in the program.

6. It is requested that the Navy Department arrange for the training of the 22 (21 officers and one enlisted) reserve personnel who are assigned to [redacted] Washington. The names and addresses of these individuals are furnished in Annex A. There is no objection to active duty training of these individuals with CIA activities. Also, if considered desirable, we would welcome any plan which would enable us to include such individuals in our Washington Unit for assignment, promotion and active duty purposes.

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7. Naval Reserve personnel who may be stationed overseas will be instructed to seek such training as may be available through adjacent Navy Units or Naval Attaches of the nearest Legations.

8. This proposal is based upon the desire of the Central Intelligence Agency that reserve officers and enlisted men assigned to the Agency in civilian capacities remain active and interested in reserve affairs. It is also believed that the best method of maintaining a tangible tie with the Armed Services is to foster active participation of such individuals in reserve training.

Signed

R. H. HILLENKOTTER
Rear Admiral, USN
Director of Central Intelligence

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1. Annex A. - List of names and addresses.
2. Annex B. - Roster of Naval Reserve Personnel.

M - JDA:mgd - 11 Feb 49

cc: Personnel Officer

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